

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	31/07/2026
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39). 4.4.1(1) All Corporate Directors have the authority to incur expenditure (with the exception of external legal resources) in accordance with the Budget and Policy Framework, Financial Procedure Rules and Procurement Procedure Rules A.1 Appendix 1 Table 1 – Classification of sourcing activity: spend thresholds (contract value): Low Value exemptions (£10,001 to £50,000) - link CRP LUF Carnarvon Terrace - PCSA to DHC Construction Ltd - link
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Ivan Henderson, Deputy Leader of the Council and Portfolio Holder for Regeneration and Tourism
Ward Member(s) consulted?	Not required
Is it a Key Decision?	No
Is it subject to call-in?	No

Decision Made:	To direct award Markides Associates Ltd appointments for 'Impact Assessment and Mitigation Strategies' for the temporary closure of the Carnarvon Road Car Park at a cost of £22,000 (+VAT) for the Carnarvon Terrace project (CAT) as part of the Local Regeneration Fund. This consultancy service will consist of a car parking study using standard methodologies. This work will also inform the development of the Civic Quarter Project and Pride in Place's Parking and Movement Study.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	This study is required at pace now that a successful tender exercise has been undertaken which establishes the timescales for the planned closure of the car park. The lead-in time for undertaking this Impact Assessment and Mitigation Strategies Report for the Carnarvon Road car park temporary closure is six weeks. It needs to be completed to: - inform a decision by October on when to start demolition of the existing car park within the CAT Contractor's programme as provided in their recent tender submission; and - Include the peak need for parking in Clacton over the summer season which has already begun. - The results of this study will allow mitigation measures to be implemented in a timely fashion, allowing demolition works to take place within the programme. We note that the full scope proposed for this consultancy included a broader study, in partnership with Pride in Place's Parking and Movement Study. However, this decision is to allow for the immediately required component of the study only related to mitigations for the closure of the Carnarvon Terrace Carpark. Quotes have been requested to three consultants but only one has provided a quote. The value for money assessment of the fee proposal was constrained by the limited level of market testing achieved through the procurement process, as only one compliant quotation was received. This was a key factor in the decision to reduce the scope of works to the minimum required to deliver the immediate elements of the study.

	However, while there are no directly comparable quotations for the reduced scope proposed within this commission, the methodologies required to undertake the study are well established and industry standard. On this basis, the proposed fee appears proportionate when compared with similar parking studies commissioned elsewhere. Relevant benchmark examples include: • Parking Survey, Dovercourt Town Centre and Harwich (Tendring District Council, 2024): Alpha Parking submitted a fee proposal of £13,420 for a two-day survey programme similar to that proposed for this study. However, the commission covered a significantly smaller number of on-street and off-street parking locations and included a more limited scope for improvement recommendations. • Parking Review, Bognor Regis, Littlehampton and Arundel: Markides successful bid included a fee proposal of £35,000 for a comprehensive review of the parking estate across two seaside resorts and a historic market town, including beat surveys and assessment of seasonal demand variations. The study ultimately demonstrated the continued need for the Bognor Regis multi-storey car park to accommodate peak seasonal demand. In addition, Markides is a recognised specialist consultancy with significant experience in parking and transport studies. Given the importance of undertaking the surveys during the current summer season, it was concluded that the programme and delivery risks associated with re-tendering would outweigh the relatively low risk of proceeding with the appointment in the absence of further directly comparable quotations. Accordingly, the proposal is considered to represent an acceptable balance of value for money, service quality and timely project delivery. The additional elements included within the original scope may be procured separately, subject to the normal approvals route for the Pride in Place programme, supported by a more detailed specification and an increased quality weighting. It is anticipated that this approach will attract a greater number of submissions, enabling a more robust assessment of
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	both price and the quality and reliability of the proposed methodologies.
Highlight any associated risks/finance/legal/equality considerations:	<i>Underperformance</i> of the consultant resulting in unreliable analysis and/or proposed strategies. Mitigation: Monitor consultants' works during the programme and request evidence of surveying activities. <i>Poor briefing</i> resulting in a lack of meaningful / viable mitigation strategies being brought up for the consultants' consideration. Mitigation: Inform the consultants using Tendring Council's knowledge on potential changes to charging in existing car parking, additional car parking provisions in local businesses, and strategies previously adopted to accommodate the additional demand generated during the yearly Air Show event. <i>Lack of coordination</i> with foreseeable impact from construction sites on movement patterns and additional demand generated by construction activity. Mitigation: Liaison with the project teams for the Library and Milton Road, information required to demand calculation to be provided to Consultants for production of accurate demand modelling. We note that addressing the risks highlighted above will be in the interest of both parties, as mitigation of reputational risks for TDC and Markides. This will promote a collaborative process with close work and supervision which will address the risks listed above.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The appointment duration concludes before the timescales of Local Government Reorganisation. The wider project will include works to provide improved amenities to residents of and visitors to the district and deliver improvements to the condition of existing public realm and open spaces owned by the Council, with a view to improving condition and managing the ongoing maintenance burden of such sites.
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 – Not to undertake the consultancy works: To carry out the temporary closure of the car park without a mitigation strategy brings unacceptable risks to the project. Accurate data is critical to planning suitable mitigation and decision making.

	Option 2 – Not to undertake the consultancy works at this time: Due to the limited funding envelope, delaying undertaking this study could negatively impact on the feasibility of the project and risk the funding secured. Option 3 – Not to progress the project: this would forfeit significant government funding and the opportunity to address important local issues and could impact on the Council's access to central government regeneration funding in the future.																						
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	Not applicable																						
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	<table border="1"> <tr> <td></td><td>Not applicable – Decision [and report] to be published</td></tr> <tr> <td colspan="2">If Report is not to be published – tick one of the following boxes:</td></tr> <tr> <td></td><td>The report supporting the Decision contains confidential information</td></tr> <tr> <td></td><td>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td></tr> <tr> <td></td><td> • Relates to an individual </td></tr> <tr> <td></td><td> • Likely to reveal the identity of an individual </td></tr> <tr> <td></td><td> • Relating to financial or business affairs of a person or organisation </td></tr> <tr> <td></td><td> • Relates to a claim for legal professional privilege in legal proceedings </td></tr> <tr> <td></td><td> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment </td></tr> <tr> <td></td><td> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime </td></tr> <tr> <td colspan="2"> <u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: [insert] </td></tr> </table>		Not applicable – Decision [and report] to be published	If Report is not to be published – tick one of the following boxes:			The report supporting the Decision contains confidential information		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:		• Relates to an individual		• Likely to reveal the identity of an individual		• Relating to financial or business affairs of a person or organisation		• Relates to a claim for legal professional privilege in legal proceedings		• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: [insert]	
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Officers

Signed: Title: Deputy Chief Executive and Corporate Director
for Place & Wellbeing

Portfolio Holder consulted

Portfolio Holder for Regeneration and Tourism, Cllr Ivan Henderson,

Signature _____

Date _____